Before & After School Program Aide Job Posting

Hillsdale Community Schools has been awarded Out-of-School Time Grant funding through the Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP), part of a $73 million investment supporting 289 organizations statewide to expand high-quality before-school, after-school, and summer learning opportunities for students. This grant will help us provide safe, enriching programs that strengthen academic skills, foster new interests, and support youth development for children and families in our community.

Job Title: Before & After School Program Aide

Location: Gier Elementary, 175 Spring St. Hillsdale, MI 49242

Schedule: Monday-Friday (flexible days)

- Morning Shift: 6:30 AM – 7:45 AM
- Afternoon Shift: 3:00 PM – 6:00 PM

Pay Rate: $20.00-$24.00 per hour (based on experience)

Position Summary

We are seeking dependable and caring Before & After School Program Aides to support our school-age childcare program. The ideal candidate will help create a safe, engaging, and supportive environment for children before and after the school day.

Responsibilities

- Supervise and engage students in a safe and positive environment
- Support daily program activities and routines
- Maintain a clean, organized, and welcoming space
- Follow all childcare licensing rules and program policies
- Build positive relationships with students, families, and staff
- Participate in all required trainings
- Ensure student safety at all times

Requirements

- Must be at least 18 years old
- Must pass a comprehensive background check
- Ability to maintain a safe, supportive, and structured environment
- Reliable, responsible, and professional
- Enjoy working with children

Preferred Qualifications

- Experience working with children or in a school or childcare setting
- CPR/First Aid certification (or willingness to obtain)

How to Apply

Email your resume and letter of interest to:
Allison Wirick, Program Director at **allison.wirick@hillsdaleschools.org**